How-to Guide: Approver

ePR — Electronic Payment Request
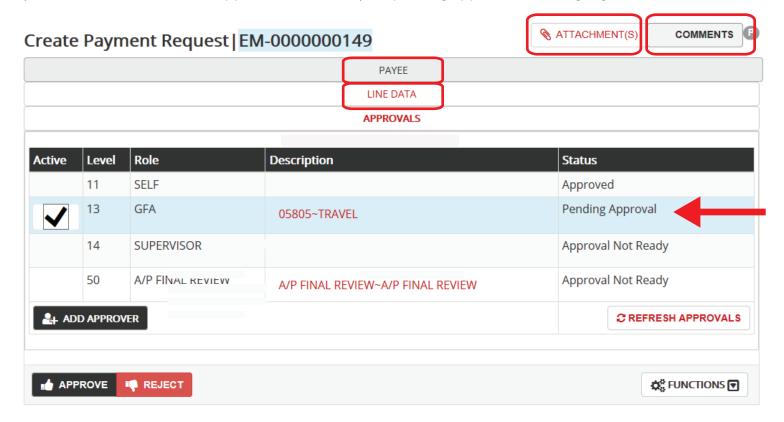
1. In your e-Payment Request notification email, there is a link to login to ePR – after logging in to ePR, you will be taken to the ePR Approvals tab, where your pending approval will be highlighted.

2. Prior to approval, you can view Payee, Line detail, attachments of receipts & necessary documentation, and comments.

3. To approve, make sure the appropriate row(s) are highlighted & select 👍 **APPROVE**.

   If you select 👎 **REJECT**, the ePR will return to the preparer, and all approvals will be unapproved.

   NOTE: If you are approving for multiple reasons, you may approve multiple rows at once.

Changes to whom can provide "Funding Approval (GFA)" role approval must be managed through the [Granting Financial Authority (GFA) website](#).

GFA is the source that informs electronic funding approvals in ePR, UTravel Concur, and UShop.